

State Personnel Board
Office Workforce Development
Administrative Support Certification Program
Job-Related Activity Requirements
Level II

Purpose

The purpose of the Level II activity is to allow you to demonstrate competency in the subject matter covered in Levels I and II and to give you an opportunity to make a positive contribution to your workplace through the use of these skills.

Requirements

- The activity must positively impact your workplace.
- Activity must demonstrate the use of at least three ASCP I and/or II competencies.
- Activity may be completed in pairs or small groups; however, each member of the group must present his/her own written report. (This is optional)
- Activity must have the approval of your supervisor prior to beginning.
- A written report must be submitted at the completion of the project.
- Activity must be completed, report submitted and approval received prior to receiving credit for Level II and before beginning Level III.
- The project must involve interaction with other people.

Implement projects that improve processes or procedures for your work environment, such as developing computerized logs, developing new internal controls, developing new and improved forms, implementing new and clarified instructions, working up informational manuals, etc.

Process

- Choose a type of activity
- Clearly define the purpose of the activity
- Decide which ASCP I and II competencies will be applied
- Get supervisor's approval
- Plan and implement activity
- Prepare a written report of findings and results
- Submit to ASCP Training Coordinator for review and approval

Evaluation Criteria

- Degree to which the written report followed the required format
- Grammatical correctness of report
- Degree to which the report explains the process and results of the project
- Connection of the project to ASCP I and II competencies

ASCP I Competencies

- The ability to perform effectively in a diverse workforce
- The ability to provide professional assistance to the manager
- The ability to accurately compose and/or complete correspondence, forms, and other office paperwork
- The ability to plan and prioritize work
- The ability to identify internal and external customers and meet or exceed their expectations
- An understanding of the process of state government and the interrelationship of state government agencies

ASCP II Competencies

- The ability to communicate effectively with individuals and small groups
- The ability to prepare and make effective presentations
- The ability to deal effectively with conflict
- An understanding of the legal rights and responsibilities of state employees
- The ability to productively manage stress
- The ability to handle multiple projects, assignments and tasks

Confidentiality:

All projects become the property of the ASCP Program and will not be returned to the participant. The reports will be kept in the strictest confidence. To ensure complete anonymity for others, participants should avoid using the names of the other persons in the work environment or should substitute fictitious names or use job titles. Issues should be discussed in behavioral terms rather than in personal characteristics. Projects should be designed to take positive action.

State Personnel Board
Office of Training
Administrative Support Certification Program
Job-Related Activity Form
Level II

Name of Participant:	
Address (Street/City/Zip):	
Telephone Number:	Email address:
Organization/Division:	

A. TYPE OF ACTIVITY –

B. PURPOSE OF ACTIVITY –

C. IDENTIFY COMPETENCIES THAT WILL BE APPLIED:

Supervisor's Approval _____

D. PLAN AND IMPLEMENT ACTIVITY

E. RESULTS

Participant Signature:	Date:
Supervisor's Approval:	Date:
Committee Approval:	Date:

Send to:
Mississippi State Personnel Board
Office of Workforce Development
Attn: Jennifer Jasper
Director of Support Staff Programs
210 East Capitol Street, Suite 800, Jackson, MS 39201
601) 359-2748
Jennifer.Jasper@mspb.ms.gov

Examples:

- Revise Forms
- Set up or Revise Filing System
- Standard Operating Procedures